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**From:** Hanchett, James (DPH) [/O=COMMONWEALTH OF MASSACHUSETTS/OU=MASSMAIL-01/CN=RECIPIENTS/CN=JAMES.HANCHETT]  
**Sent:** 1/14/2013 2:35:05 PM  
**To:** Burns, Nancy (POL) [/O=COMMONWEALTH OF MASSACHUSETTS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=Nancy.burns640]  
**Subject:** RE: Safety Audit

Will do.

Jim Hanchett  
Department of State Police  
Amherst Drug Lab  
Room N251 Morrill I  
637 North Pleasant Street  
Amherst, MA 01003  
Phone 413-545-2607  
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**From:** Burns, Nancy (POL)  
**Sent:** Monday, January 14, 2013 9:27 AM  
**To:** Hanchett, James (DPH)  
**Subject:** Safety Audit

Jim:

Annually the FSG conducts a safety audit as part of the annual audit. This is required by the QA Manual. Although your unit is not required to follow the QA Manual at this time, they are required to follow the Safety Manual. Most of the items on the attached form have been remediate. Can you just fill it in with the actions that you took and send it back to me? Let me know if you have any questions. Also, I am forwarding you an email I just sent that I neglected to add you to the to line. It is the Safety Audit for 2012.

*Nancy Burns*  
Health and Safety Coordinator  
978-451-3545  
[nancy.burns@massmail.state.ma.us](mailto:nancy.burns@massmail.state.ma.us)

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